Netiquette

Netiquette is the proper use of the internet when corresponding with others. There are several things to keep in mind when communicating with others via social media and email:

1. Do not use all capital letters when communicating because it suggests that you are shouting. It is also hard to read it.
2. Since it is difficult to express emotion through social media, use symbols such as smiley faces. This will make it easier to demonstrate your emotions.
3. Keep your messages to the point as it is difficult to read lengthy messages on mobile phones and other related devices.
4. Use abbreviations and/or acronyms to shorten messages. An example of this is “lol” which mean laugh out loud.
5. Make sure that everything you post to social media is clean, because you never know who is going to read or view it. Anything negative could come back to haunt you. Once it is posted it can be difficult to remove it for good.
6. Don’t post unrelated advertisements. Stick to the subject of you post or email. It might offend someone or warrant negative feedback.
7. When sending an email, make sure the email is directly related to your subject heading. If it is advertisement, make sure you make that clear in the heading so that others know to delete it if they are not interested.

The internet is a great tool for communicating and research, but it can have negative consequences if it is not used properly.